

## Cycling Scotland Freelance Tutor

POST:	Cycling Scotland Freelance Tutor
HOURLY RATE:	£175/day + travel expense
HOURS:	As required and agreed by Cycling Scotland
LOCATION:	Various locations throughout Scotland

Cycling Scotland is looking for talented individuals to join our freelance tutor team.

Cycling Scotland's vision is a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling. To help us achieve the ambition of the charity and get more people cycling confidently, we are appointing up to six experienced cycle tutors to join our existing network.

Successful applicants will be deployed by Cycling Scotland and will commonly train those within local authority contexts, communities, school training teams and volunteers. This post will involve remote working and travel within Scotland.

Cycling Scotland will consider any experienced instructors that can demonstrate the competence and skills detailed in the job description. We are working towards gender balance, and access to skilled tutors in particular areas— especially the North East, Highlands and Islands, and Southern Scotland. Applicants are required to be experienced cyclists and should be comfortable training both adults and children.

## Qualifications and Experience

Applicants are required to have successfully completed Cycling Scotland's four day 'Cycle Trainer' course (or an equivalent cycling qualification), should hold a current First Aid certificate and Child Protection training.

Applicants should be confident and competent cyclists, with experience of working with children and adults.

Successful applicants will be required to complete Cycling Scotland's three-day tutor training course and undergo a period of shadowing/supervised delivery of training courses prior to becoming a Cycling Scotland Tutor.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to undertake a PVG check to allow them to work as a tutor.

## Person Specification

	<b>Essential Skills</b>	<b>Desirable Skills</b>
<b>Relevant Experience</b>	Experience of delivering Bikeability Scotland training and other cycle training courses	Experience of mentoring
<b>Specialist Knowledge</b>	Successful completion of the four day 'Cycle Trainer' course or equivalent cycling qualification	Experience of delivering the Cycle Training Assistant course
	Knowledge of the National Standards for cycle training and how to apply them effectively	
	Ability to write clear and accurate reports	
	Ability to use common software packages such as Microsoft Office	
<b>Personal Qualities</b>	Good interpersonal and communication skills	
	Ability to explain teaching points clearly and tactfully	
	Ability to take the lead in challenging situations	
<b>Additional Requirements</b>	Up to date child protection and first aid training	
	Flexible availability both during weekdays and weekends	
	Willingness to work flexible hours and to travel as required	
	Access to a well-maintained bike	
	Must be able to travel independently	

## Core Responsibilities

- Deliver Cycling Scotland's training courses Nationwide
- Ensure all courses and candidate information are accurately recorded on Cycling Scotland's training database
- Ensure correct resources are utilised effectively and all administrative functions including: candidate registers, consent forms, medical information, first aid procedures and risk assessment procedures are completed when delivering courses
- Be contactable by Cycling Scotland, course organisers and candidates by e-mail, phone and in person.
- To undertake training and CPD supported by Cycling Scotland.
- To participate in Cycling Scotland's Quality Assurance programme.
- Offer tactful advice and support to training teams and individuals ensuring practical delivery is in line with the National Standards for cycle training.
- Additional duties, to be agreed by Cycling Scotland, may commonly include: Mentoring, providing technical support during media opportunities, technical writing and review of training courses.

## Recognised Prior Learning

Cycling Scotland will consider applications from those who are already tutors/educators on other cycling qualification or training schemes. Individuals will be dealt with on a case by case basis.

## Additional Information

The role is Scotland based and requires travel throughout Scotland. Team meetings and/or CPD take place roughly every 6 months normally in Glasgow. All other training, team meetings and CPD is unpaid. Work is dependent on demand for training courses. All tutors are subject to pre-planned Quality Assurance checks by Cycling Scotland.

## Pay rate

The pay rate for tutors is £175 per day (or £100 per half day) plus reasonable travel and subsistence expenses reimbursed at our current rates.

## The Tutor Training Pathway

### Interviews

Interviews will be held on **Tuesday 4<sup>th</sup> April 2017**

### Tutor Training

Successful applicants must initially complete the 3-day tutor training which will take place on **Wednesday April 19<sup>th</sup>, Thursday April 20<sup>th</sup> and Friday April 21<sup>st</sup>.**

The training is designed to assist prospective tutors in:

- Preparation and planning of learning sessions
- Using a range of delivery methods, styles and skills to facilitate learning
- Delivery and assessment of learning sessions
- Demonstrating professional practice
- Evaluation and review of learning sessions to further develop own practice

There is an element of assessment within the training course and candidates will deliver session topics relevant to Cycling Scotland training courses. Only successful candidates will be permitted to continue beyond this stage. Cycling Scotland will provide a contributory allowance to support candidate tutors through this training.

### Shadowing/Supervised delivery

Candidate tutors will be assigned a mentor and are required to shadow and undertake supervised delivery of 3 core Cycling Scotland training courses (Cycle Training Assistant, Cycle Ride Leader and Cycle Trainer) over a minimum of 10 days (RPL for current CT Plus instructors is recognised. For those without this certificate, a minimum of 11 days is required). This requirement should be completed within 18 months of completing the initial Tutor training.

# Cycling Scotland

Cycling Scotland will provide a contributory allowance of £100 a day (including expenses) to support candidate tutors through this stage.

The applicant will be signed off as a Tutor once successful feedback from their mentor and tutors shadowed/or supervising delivery is received via their logbook. The logbook should be used to record training and shadowing/supervised delivery when completed, and then submitted to Cycling Scotland when seeking their Tutor appointment.

Cycling Scotland will formally approve the appointment as a Cycling Scotland Tutor if all stages have been achieved to a satisfactory level. A Tutor certificate will be issued by Cycling Scotland. Tutors' contact details will be listed on the Cycling Scotland website.

## Tutor Contract

Tutor appointments are renewed annually and are subject to agreement of the Tutor Terms of Engagement and satisfying all terms and conditions of this. This includes delivering a minimum of 40 hours of training per year and having current insurance (if necessary), first aid, child protection training and a satisfactory PVG check.

## Qualification Upgrades

Cycling Scotland has a suite of additional training courses. To deliver these, new Tutors may undertake further shadowing and co-delivery during their own time. Upon satisfactory feedback, the Tutor will then be signed off to deliver these additional courses.

## How to Apply

To apply for this position, applicants are requested to send a 2-page CV and covering letter (maximum 2 pages) which addresses the key competencies listed in the person specification along with the following information to [info@cyclingscot](mailto:info@cyclingscot.scot)

- Your reasons for wishing to become a Cycling Scotland Tutor
- Your experience working with adults, children, Bikeability Scotland training and other cycle training
- The geographic area in which you could operate
- Instruction, teaching and leadership experience
- Any other leadership, coaching or instructor qualifications held
- Availability i.e. how would this position fit around your other employment
- The name of two referees who Cycling Scotland can contact.

If you wish to discuss the posts, please call Nina Saunders on 0141 229 5444.

**Closing date: 5pm Tuesday 28<sup>th</sup> February**

*NB: Please only apply if you can attend the advertised interview and training dates. Applications received after the closing date will not be considered.*